

## APPLICATION CHECKLIST

1. Is one **original single sided** application signed, unbound and binder clipped?
2. Is one **single sided** copy of the application unbound and binder-clipped?
3. Are **9 additional double sided** stapled copies of this application enclosed? (See paragraph XII.)
4. Is the original copy of the SF 424 signed by an authorized representative of the applicant? (See paragraph XII.A.1.)
5. Is the following information entered properly on form SF 424?
  1. Region ID in the Applicant Identifier box to the left of the dash and proposal number to the right of the dash if you registered your proposal, before sending it, through our Internet site at **<http://www.usgs.gov/contracts/neherp/>**.
  2. Title in box 11. If this is a collaborative proposal, is it clearly identified as such in the title? The correct format is: *Proposal Title: Collaborative Research (Names of Institutions Involved)*.
6. Are the original copies of the Certifications signed by an authorized representative of the applicant and included with the original application only? (see paragraph XII.B.)
7. Have you limited the length of your application to 25 pages? (See paragraph XII.)
8. Is your application assembled in the proper order with pages numbered? (See paragraph XII.)
9. Is one copy of your organization's indirect cost rate agreement included with the **original** application only? (See paragraph XII.F.10.)
10. Are continuation proposals submitted for renewal identified? (See Attachment F, line 10)
11. Are 7 copies of the NEHRP Proposal Information Summary (Attachment F), with the Abstract, and 1 page Budget Summary (Attachment E) included separately? **If you registered your proposal through our Internet site, you have already fulfilled this requirement and should not include these.** However the Proposal Information Summary must be included in your proposal. If you registered your proposal on our Internet site you may include a printout of the registration page.
12. Are the proposals of all participants on a collaborative project enclosed in one package?

## QUESTIONS?

For Technical issues:

Call or Email: USGS External Research Program  
 703-648-6723 or 703-648-6724  
 FAX: 703-648-6642  
 erp@usgs.gov

For Administrative issues:

Call: Brian Heath, Contracting Officer  
 703-648-7362  
 FAX: 703-648-7901